

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, December 05, 2016**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, December 05, 2016** at the time of 7:15 o'clock p.m.

Silent Roll Call: Councilors Mark Herak, Dan Vassar, Steve Wagner and Bernie Zemen were present. Councilor Konnie Kuiper was absent. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Alex M. Brown, CPRP, Parks and Recreation Superintendent; Katie Minchuk, Deputy Clerk-Treasurer; Susan Murovic, Advisory Board of Zoning Appeals; and Ed Dabrowski, IT Consultant (contract), were present.

Additional persons present: Michael Blejski, Joshua Balcerak, Albert V. Villarreal, and Paul Shuroba, were also present.

General Substance of Matters Discussed

1. **Discussion with Michael Blejski, founder of a club to plant trees in Highland.** The Town Council received a presentation from Michael Blejski, Joshua Balcerak, Albert V. Villarreal, and Paul Shuroba regarding a proposed plan to increase the tree inventory in the Town of Highland. They self-described as "*Tree Huggers*". The gentlemen stated it was their objective to cause planting of 176 trees in 13 parks. The gentlemen indicated that they would be willing to assist with fundraising for the plan perhaps using a Gofundme® page campaign.

The Parks and Recreation Superintendent offered comments on the plan, particularly noting that the pricing that the plan suggested was based upon saplings. The Superintendent noted that the department prefers to plant more advanced trees, as saplings are in many cases not "heartly" enough to survive the usual park activity. He further indicated that the town was currently undertaking a tree inventory under the terms of a grant and would need to have a plan developed for adding trees once the inventory was completed. The inventory was comprehensive and would include all the public areas not limited to parks. The Parks and Recreation Superintendent also noted that he needed he would welcome the gentlemen's participation in an advisory board that will likely be needed after the tree inventory is completed to advise on new trees to include in the parks.

The Town Council and the Clerk-Treasurer commended the gentlemen on their initiative and the detail of their plan, thanking them for the presentation.

2. **Discussion regarding the Town Council schedule for January 2017.** The first Monday serves as the New Years Holiday. Further January 16 is Dr. King Holiday. *Are you considering moving study session to January 9; No meeting on January 16. Study Session on January 23 and Plenary Business meeting on January 30. There are five Mondays in the month.*

The Town Council discussed the issues related to the schedule and evinced a consensus for rescheduling the meetings for January 2017. The Town Council discussed the request from the Redevelopment Commission to allow a public presentation regarding the recommendation of the architect for the Town Theatre. Councilor Vassar indicated that he would confer with the Redevelopment Director to determine if a rescheduled study session for Monday, January 23, could serve as the public forum for the Redevelopment

Commission reports. It was suggested that the meeting be convened in the community room of the police station.

3. **Watching the State Board Training pursuant to the new law regarding Internal Controls.** The Town Council is now responsible for the internal control policy of the municipality. The members of the Council must also participate in the training. The video is 26 minutes and constitutes training for this year. (See IC 5-11-1-27) The video was presented and the Clerk-Treasurer responded to questions. It was noted that the Town Council would be adopting an amendment to the Town Code fixing the internal control standards, based upon the minimums that were discussed in the video presentation. The members of the Town Council completed the certificates regarding their participation in the training.
4. **Pending Appointments to Boards and Commissions.** The Town Council discussed the pending appointments, distinguishing positions where the current appointee desired consideration for reappointment and those that did not. Discussed whether there should be a general solicitation for persons who may be interested in serving on a board or commission.
5. **Discussion of Community Events Commission.** The Town Council discussed the recent Lighting of Tree event and the holiday parade that attended it. It was noted that Councilor Wagner needed to stand in for a major parade character.

The Town Council discussed whether the holiday parade should continue or whether it should be conducted at an earlier time in the day, as it once did. The ways and means of special events was explored. The current models for conducting the several special events were discussed.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, December 05, 2016**, was adjourned at 9:15 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer